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Marionville

Collegiate * Institute,

Marionville, Mo.

1880-1900

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ELECTRIC



CITY



BUSINESS COLLEGE

ST. JOSEPH, MO.

29/10/98

J. B. MOORE, Pres. and Prop'r.

X-HF1131

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THE #13
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OF
SHORTHAND

Illustrated.

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NATIONAL BUSINESS COLLEGE
KANSAS CITY, MO.

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#4

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1890-'91.



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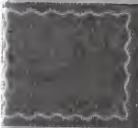
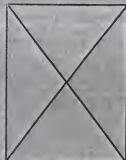
Commercial College

AND

School of Short-Hand,
SECOND AND MAIN STREETS,
LITTLE ROCK, ARK.



M. A. STONE, President.



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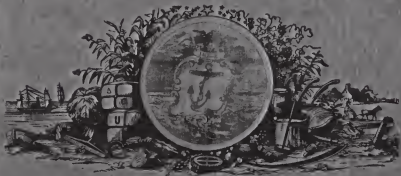
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Commercial College,

PROVIDENCE, R. I.

THIRTIETH EDITION.

1891.

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What is BEST for Your Sons and Daughters?

ANSWER:

Have them Educated for the Responsibilities of Life. To become Self-Reliant.
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1893-1894.



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CANTON, MO.

EMPIRE PRINTING CO., LA GRANGE, MO.

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President

W. Sadler

1864

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COLLEGE OF BUSINESS
STENOGRAPHY
AND
TYPEWRITING
24681012 N Charles St
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MD.

1894

W. Sadler

Secretary

*p650.761

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Marshall Business College ..

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1895.



1896.

G. A. PROFFITT, M. A., Principal.

THE ADVERTISER JOB PRINT.

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P. H. SEGUIN, Principal.

Situations secured Deserving Students.

Day and Night Sessions.

Limited number of Girls and Boys Admitted.



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1
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Outline of Course of Study
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WILLARD J. WHEELER, SECRETARY.

*B

Eighth Year.

549
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POTTER BUILDING,

FIRST AVENUE, BIRMINGHAM, ALA.

Bookkeeping,
Mathematics,
Penmanship,
Shorthand,

Typewriting,
English.
Reasonable Rates.
Sessions Day and Night.

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(Special Accommodations for Young Ladies.)

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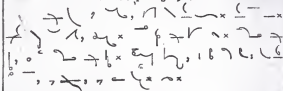
DEPARTMENTS OF

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We teach either the Isaac or Benn Pitman System of Shorthand.

THE LORD'S PRAYER.

In the Reporting Style.



Our Instructor in this beautiful "winged art" is an experienced teacher and a practical stenographer.

I Advise Parents to have all their boys and girls taught shorthand and typewriting. A shorthand writer who can type-write his notes would be safer from poverty than a great Greek scholar.—Charles Reade in "The Coming Man".

Satisfaction Guaranteed or Tuition Refunded.

Drop us a Note and we will call at your residence or place of business.

School Begins Monday Night, September 20, 1897.

Call on or write for terms, etc.,

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Tampa Business and Shorthand School.

"Daugherty Visible Typewriters."

JACKSON BLOCK.

604 1/2 FRANKLIN ST.

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#18

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PRACTICAL



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AND SCHOOL of SHORTHAND
NORMAL ENGLISH COURSE

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An
Endorsement
of

Highland Park College

BY MANY
PROMINENT CITIZENS
OF DES MOINES . . .

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SCHOOL OF SHORTHAND,
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Marshall

*A Modern School of
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Business

*S. A. Proffitt,
Principal.*

College.

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Business

College

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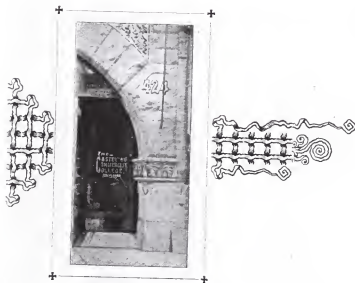


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Bethany Business College,

Lindsborg, Kansas.

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#26

Albany Business College

MONTHLY REVIEW.

Vol. III.

November 1897.

No. 3.



MR. GEORGE A. MURRAY,
OFFICIAL COURT STENOGRAPHER.

ALBANY, N. Y., October 30, 1897.

GENTLEMEN:—Eight years ago, after having received a fairly good education in the schools of this city, and being desirous of securing a business education, I decided to take a year's course in your college. I first entered the Commercial Department, which course I completed in six months, at the conclusion of which I had, through your Mr. Carnell, several opportunities of securing a position as book-keeper in this city, all of which I was compelled to decline, as I had determined to pursue the study of shorthand and typewriting. In the following six months I completed that course, and four days thereafter I secured, through the assistance of the College, a position as stenographer and typewriter. Three years later I accepted an offer from Messrs. Rodgers, Ruso & Kelly, of this city, official court stenographers for the Third Judicial Department of this State, which position I still hold, together with that of official stenographer of the Police Court of this city.

Since I graduated from your institution I have noticed, with considerable pride, the marked advancement in each of your departments. From observation and knowledge I have no hesitancy in saying that the Albany Business College is by far the largest and best institution of its kind in this section of the country.

Yours very truly,

GEO. A. MURRAY.

A. B. C. graduates make rapid progress in their business careers.

*P650.7
P852



X-HF1131
JUN 21 1897

No. 137.064

PORTLAND BUSINESS COLLEGE

Fifth and Yamhill Streets, Portland, Oregon.

A. P. ARMSTRONG, LL.B., Principal.

J. A. WESCO, Penman and Secretary.

#27

Courses of Study and Rates of Tuition.

THE BUSINESS COURSE

Includes Spelling, Grammar, Plain Writing, Arithmetic, Correspondence, Commercial Law, Single and Double Entry Bookkeeping, Banking, Business Forms, Business and Office Practice.

TUITION IN THE BUSINESS COURSE

Scholarship, valid for two years, - - - \$50 00
Scholarship, valid for three months, - - - 40 00
Graduating Fee, - - - 5 00

It is not expected that a student will attend two full years, nor is this required as a condition of graduation. The scholarship is made valid thus long to accommodate those who prefer to take a part of two seasons to complete the course. The three months' scholarship is intended for those who wish to attend a short time only.

Books and Stationery for the business course cost from \$10.00 to \$12.00. About half this amount is required at first.

THE SHORTHAND COURSE

Includes Shorthand, Typewriting, Spelling, Grammar, Plain Writing, Correspondence, Manifolded, Letter Copying, Business and Legal Forms, Business and Office Practice.

TUITION IN THE SHORTHAND COURSE.

Complete course in this department alone, - \$50 00
Scholarship for three calendar months, - 30 00
Complete course, students business department, 25 00
Graduating Fee, - - - 5 00

It is not necessary to begin shorthand immediately after completing the business course to be entitled to a reduction in tuition. The shorthand course may be taken at any subsequent time for \$5.00, which rate also applies to all former students of the business department.

Books and Stationery for the shorthand course cost from \$3.00 to \$5.00. About half this amount is required at first.

THE ENGLISH COURSE

Includes Reading, Writing, Mental and Written Arithmetic, Spelling, Grammar, Correspondence, Geography and History.

TUITION IN THE ENGLISH COURSE.

One calendar month, - - - - - \$10 00
Two calendar months, - - - - - 15 00
Three calendar months, - - - - - 20 00
Six calendar months, - - - - - 30 00

When a student in the English department takes a scholarship for the business or the shorthand course immediately after the expiration of the time for which payment was made in the English department, one-half of the fee already paid is applied on such scholarship.

Books and Stationery for the English course cost from \$3.00 to \$6.00. About half this amount is required at first.

SPECIAL PENMANSHIP COURSE

Includes Plain and Ornamental Writing, Card Writing, Flourishing, Lettering, Designing, Engraving, Drawing, Specimen Making, Blackboard Work, Etc.

TUITION IN SPECIAL PENMANSHIP COURSE.

One calendar month, - - - - - \$15 00
Two calendar months, - - - - - 25 00
Three calendar months, - - - - - 30 00
Six calendar months, - - - - - 50 00
Graduating Fee, - - - - - 5 00

A reduction of one-half is made on the above rates to students of the business or shorthand department.

Supplies in Full for the special penmanship course cost from \$5.00 to \$10.00. About half this amount is required at first.

Special Branches and Rates of Tuition.

TUITION IN TYPEWRITING ALONE.

One calendar month, one hour per day, - - - \$10 00
Two calendar months, one hour per day, - - 15 00
Three calendar months, one hour per day, - - 20 00

A reduction of one-half is made to students of the business or the English course. Typewriting is included in the shorthand course.

TUITION IN PLAIN WRITING ALONE.

One calendar month, one lesson per day, - - \$7 00
Two calendar months, one lesson per day, - - 12 00
Three calendar months, one lesson per day - - 15 00

Daily instruction in plain writing is included in the business, the shorthand and the English course without extra cost.

SPECIAL OFFERS

On account of NEW COLLEGE BUILDING of

SMITHDEAL PRACTICAL

Business College.

Present Location: 1002 East Broad Street. New Location: N. E. Cor. Broad and Ninth.
OLD PHONE 620.

The College expects to move into its splendid new building (four stories high, 40 x 124 feet) the first of January, and in order to fill its large halls with choice students, the following special offers, good until January 1, 1898, are made:

- 1.—Students for the Commercial or Stenographic Course, who pass a simple and practical examination in ordinary English—Spelling, Grammar and Business Letter-writing—on a grade of 90 per cent., will receive a discount of 20 per cent. from catalogue prices.
- 2.—Students who pass this examination on a grade of 80 per cent., will receive a deduction of 15 per cent. from catalogue prices.
- 3.—Ten per cent. discount is offered on above Courses to persons who have a fair English education.
- 4.—Extra inducements are also offered students in our Telegraphic, English and Penmanship Departments. Business writing is included, however, in Commercial Course.

Evidence of good character and studious habits will be required of students who receive these discounts.

The evident improvement in the business outlook is increasing the need for trained help in business offices. From 15th July to 15th August this College received 17 applications for its students to take positions, which shows the confidence business men have in this school. Now is the time to fit yourself for the return of prosperity.

Call at College office or write for any further information.

THE FOLLOWING IS A PARTIAL LIST OF STUDENTS SECURING POSITIONS SINCE OUR 1896-97 CATALOGUE WAS ISSUED, AND THOSE WHO HELD POSITIONS BEFORE, BUT WHO HAVE BEEN LOCATED SINCE:

- | | |
|--|--|
| *Allen, F. T., clerk R. F. & P. R. R. Co., Richmond. | Cradock, Chas., insurance, Danville, Va. |
| ✓Augustine, Miss Rosa, stenographer for T. Gary, R'd. | *Dickenson, Fenley, stenographer for Thos. Branch & Co., Richmond. |
| Atlee, J. S., bookkeeper, 458 C street, N. W., Washington, D. C. | Dixon, Clifford, bookkeeper for Dinnerlein Sons, New York City. |
| *Allen, O. S., capitalist, Richmond. | Dixon, Martin, American Grocery Co., New York city. |
| *Boschen, Theo., Shoe Manufacturer, Richmond. | Dougherty, L. A., receiving clerk, Richmond Cedar Works, Richmond. |
| †Blanton, E. S., bookkeeper and collector for J. C. Hogan & Co., Manchester, Va. | *Elam, S. S., secretary and treasurer United Banking and Building Co., Richmond. |
| Beauchamp, O. C., bookkeeper and collector for City Sheriff, Richmond. | Edwards, Ray, stenographer for Belding Shoe Co., Belding, Mich. |
| Bowman, Barney, stenographer for S. M. Bowman, R'd. | Eubank, Harry T., shipping clerk C. F. Sauer Co., R'd. |
| leach, Miss Sallie, stenographer for M. Millhiser & Co., Richmond. | Eubank, J. E., merchant, Richmond, Va. |
| Hell, Frank, ass't shipping clerk Whittle, Sydnor & Co., Richmond. | *Eckel, J. L., principal Brook school, Richmond. |
| Clay, Miss Myra B., stenographer for Long & Riddick, Richmond. | Fiorance, J. G., assistant bookkeeper for Purcell, Ladd & Co., Richmond. |
| Cudlipp, Mrs. Dr., stenographer for Long & Riddick, Richmond. | Fleet, H. A., Millhiser Company, Richmond. |
| Chambers, J. T., bookkeeper for E. M. Flack & Co., Clarksville, Tenn. | Ford, Miss Bernie, stenographer for I. N. Jones, Rich'd. |
| Claforne, B. P., bookkeeper and manager S. T. Warehouse, Richmond. | Goddin, Hinton, stenographer for J. W. Bragg, Rich'd. |
| Canada, G. W., deputy treasurer, Halifax county, Va. | Giddings, Malta, bookkeeper for F. W. Phillips, Hampton, Va. |
| Chisholm, G. W., merchant, New Design, Va. | Gates, C. A., with Kenny Tea Store, Richmond. |
| | *Gilman, Harry, bookkeeper and stenographer, Johnson Bros. & Co., Richmond. |

137.004

1002 E. Broad St.,
OPP. CITY HALL.



SMITHDEAN PRACTICAL

Business College

FEB 13 1897

*Business Men, fur-
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Bookkeeping, Pen-
manship, Commercial
Writing, etc., after
only a few days!*

*No. 1
Bookkeeping,
Penmanship,
Commercial
Writing, etc., after
only a few days!*

*Ladies and Gentle-
men, can you
learn shorthand
after only a few
days?*

IF YOU ARE INTERESTED SEND FOR CATALOGUE, WHICH EXPLAINS WHY WE HAVE SUCCEEDED WHILE OTHER SIMILAR SCHOOLS HAVE FAILED HERE.

OUR FACULTY.

Wm. H. Harrison Marks

Author of "Smithdean's Bookkeeping,"
President, Proprietor and General Manager.

Mrs. G. M. SMITHDEAN,
Able English, Grammar, Speller and English Writing,
Assistant Superintendent of English.

P. J. KERKODLE, A. M.,
Master of Accounts,
Former President Suffolk College, Military and
Business Institute,
Principal Commercial Department

Wm. H. Harrison Marks

Master of Accounts, and Author Smithdean's
Bookkeeping.

R. HARRISON MARKS,
(Ranham's School College),
Principal Shorthand and Typewriting Department.

MISS PRESTON WOMACK,
(Graduate of Farmville State Normal College),
Assistant Teacher of Shorthand and Typewriting

WILLIAM M. BICKERS,
(Train Inspector),
Superintendent Telegraphic Department.

Wm. H. Harrison Marks

Northwestern Normal University and Ohio State University,
Principal of English Department.

R. M. JOHNSTON,
(Licensed Attorney at Law),
Assistant in English Department.

We need not state that no other business college in the State has nearly so large a faculty or pays half as much to its teachers' salaries that we do. We give our teachers' names, titles, States where they were educated and show just who and what they are.
Six valuable books are authored by members of our faculty.

WHAT OTHERS SAY FOR US.

THE FOLLOWING STATEMENTS WERE UNSOLICITED AND NOT PAID FOR.

"Leading Business College south of the Potomac River,"—
Philadelphia Telegrapher.

"Your institution has been chosen as the one best presenting its class in your State."—*Register* (Publishing Company, New York, N.Y.).

"One of the best in the South and not surpassed by any in the North."—*Richmond Christian Advocate*.

"We do not hesitate to single it out as an example for all such institutions."—*Western Times* (New York).

"The great success of the Smithdean College is due to honest work and the deep interest the industries take in the pupils."—*Richmond Dispatch*.

CAME A LONG DISTANCE.

A few months ago a young man came from Texas, 1,130 miles, to take a business course with us, after writing one of the leading city officials to give him the address of the nearest business college in this community. We have had other students who have come hundreds of miles to attend the College, but the long-distance record has just been broken by Mr. George H. Scott, a newspaper man, of the "Treasure State." In an interview in the *Richmond State* of December 29, 1896, Mr. Scott, who is still traveling correspondent for the *Rocky Mountain Husbandman* (next to the oldest weekly newspaper in the State), of White Sulphur Springs, Montana, said:

"I came here to take a course in shorthand at the Smithdean Business College. It is a long way to come—2,000 miles to attend school, but the information received convinced me that it is a school of national reputation, and I will commence work at once. I find a large number of students in attendance at this institution from all over the State."

Brief History of the College.

The Smithdean Practical Business College was established in Greenboro, N. C., on January 1, 1883, by its present President, and moved to 1113 E. Main street, this city, the first of November, 1886. December 3, 1886, Mr. SMITHDEAN bought and united with his own the Old Dominion Business College, which had been organized here April 21, 1867, and incorporated by the State Legislature November 27, 1868. May 19, 1890, the Richmond Shorthand and Typewriting College was bought and united with the Smithdean College.

The College, having outgrown its quarters on Main street, was moved to the large and well-ventilated rooms on the first floors of 1002 E. Broad street the first of November, 1893. It will be observed that this location is directly opposite the splendid new City Hall, costing \$1,250,000, and next to the Broad-Street Methodist Church, in the very center of the city.

OUR OWN NEW BUILDING.

Again the School needs more room, and during the next year the President expects to build a splendid permanent home for the College, which will accommodate several hundred students, giving them, perhaps, the most elegantly equipped quarters of any business college in the South.

Since the location of the Smithdean College in Richmond, three other business colleges have been started here, and for a while made considerable display in the way of flaring advertisements and superlative claims for patronage, but they failed, two of the three leaving their creditors to suffer heavy losses. During all this time the Smithdean combination has been steadily pulling up the hill of success, the last twelve months being decidedly the most successful in its history of thirty years, that being the age of the Old Dominion branch of the consolidation. Taking into consideration the unprecedented financial depression which has prevailed all over the country for the past three years, no other argument could

write Bills, Checks, Notes, Drafts, Leases, Deeds, Mortgages, Articles of Agreement, Insurance Policies, Bills of Lading, etc., keeping their books from their own transactions, which vary from the simplest cash trade to the most complicated partnership business, thus becoming practical bookkeepers in a comparatively short time. (Terms on the other side.)

SHORTHAND AND TYPEWRITING.

We teach the Lenn Pitman System of Shorthand, as authorized by Barnes, who makes no change in passing from the corresponding to the reporting style, thus saving the student time and study. After trying a number of the leading systems of Shorthand we settled on this as the best. The remarkable success of our students as stenographers demonstrates the wisdom of our choice, many of them having taken good positions after three months' study.

TYPEWRITING is also taught to the best advantage for speed and accuracy. Our students have the use of ten machines—Bar-locks, Remingtons, Smith Premier, Densmore. (Terms elsewhere.)

By Mail—70 lessons in Shorthand by mail, including text-book, \$12, which will be deducted from the scholarship course, if the student wishes to finish at the College.

Writing Lessons

We give 20 Business Writing Lessons for \$11; stationery for same, 45 cents, payable on entering. Half price to students in Stenographic and Telegraphic Departments.

We also give a full course in Plain and Ornamental Penmanship, including Business and Professional Writing, Engraving, Flourishing, De-

BUSINESS CAPITALS BY W. M. WAGNER.

Capital \$5000 by W. M. Wagner
Capital \$2500 by W. M. Wagner

signing, &c. Position, Penholding, Movements, Spelling, &c. are taught in connection with the analysis and construction of letters and the gradual development of fluent writing.

A Gold Medal is offered annually to the graduate who excels in this department.

The President is one of the teachers in this department. His penmanship was greatly admired recently in the United States Senate. (See Catalogue.) Terms elsewhere.

TELEGRAPHY.

Mr. N. Green, the Superintendent of the Western Union Telegraph Co., stated some time ago that the average salary of their operators is \$70 per month.

Some of our students have gone beyond that salary and nearly all who have applied themselves properly in this department have succeeded.

Students are taught in practical operation in such a way as to secure proficiency in the shortest time possible, including the construction of machinery, time notwithstanding. (Terms elsewhere.)

Telephone 620.

*p650.786 #30 x-HF1131

BI

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29

Butte Business College.

Day and Night School

OPEN TO

Ladies and Gentlemen, Girls and Boys.

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SCHOOL IN SESSION THE ENTIRE YEAR.
PUPILS MAY ENTER AT ANY TIME.

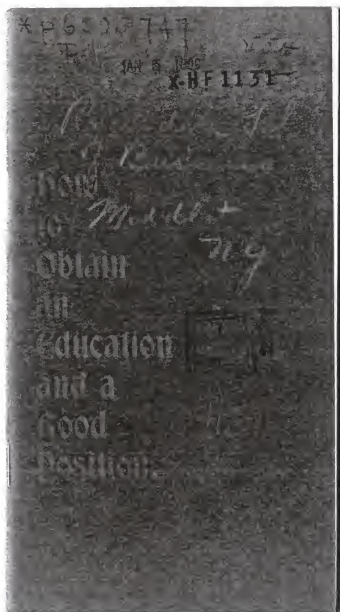
R. J. Rice

PROPRIETOR

Butte, Montana 137.064

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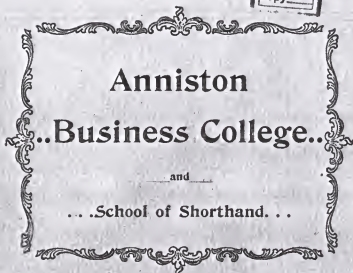
Ramsdell School of Business and Shorthand
Middletown, NY

*P650.761

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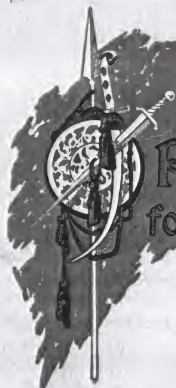
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MAY 16 1936



#33

X-HF 1131



Preparing for the Battle

Announcement of
Highland Park Business College,
DES MOINES, IOWA.

(See "A Comparative Study,"
third page cover.)

*p650.111
N. H.

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MARSHALL
BUSINESS
COLLEGE

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Marshalltown, Iowa.

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#35

A BUSINESS and SCHOOL of
COLLEGE SHORTHAND and
FOR FLUSHING. TYPEWRITING

ACTUAL BUSINESS FROM THE START.

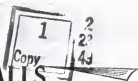
Our Plan is to Teach HOW to Do by DOING.

List of Studies Taught...

Book-Keeping,	Business Spelling,
Business Penmanship,	Commercial Law,
Commercial Arithmetic.	Banking,
Commercial Letter-Writing,	Railroad Office Work,
Copying,	Insurance,
Filing,	Shorthand and Typewriting,
Indexing,	Telephone Practice.

In a word, we teach the student business as it is transacted in the
up-to-date business houses of to-day.

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THE LITTLE FALLS

Business College

X-HF 1131

offers unequalled advantages to young people desiring a practical education in the shortest time for the smallest expense. Promotion and excellence are born of a good

Preparation

If you are a poor writer, poor speller, poor in arithmetic and know nothing of book-keeping, how can you expect to be promoted?

Prepare

by taking the largest and most practical course in book-keeping ever offered at The Little Falls Business College.

Time is Money.

Don't waste your time by studying a system of shorthand that is not based on Pitmanic principles. The system written by Isaac S. Dement of Chicago, the fastest shorthand writer in the world, is good enough for us. The old reliable, has attained to a state of perfection that makes it invulnerable against future innovations.

Apply to

J. B. KNUDSON, PRINCIPAL,

Business College.

LITTLE FALLS,

MINN.

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#37



Shorthand and Typewriting.

It is true of the vocation of stenography, as well as of every other profession open to the young men and young women of this country, that it is overcrowded. There are a great many stenographers out of employment; not, however, by reason of a small demand, or lack of good positions, but because of their incompetency. Business firms and professional men who employ stenographers are continually advertising for competent office assistants, but rarely are their demands met. The reason for this is the unsatisfactory and superficial training given in a majority of the shorthand schools in this country. Nearly every town of any considerable size has a "shorthand college" operated upon small capital, managed by two or three teachers of mediocre ability, offering no special English training or business practice and, in fact, conducted simply as a money-making scheme. No wonder that from these numerous sources come thousands of inefficient stenographers who are utterly incompetent to perform the duties of amanuenses.

It is absolutely essential to success in the field of stenography that the young man or the young woman having ambition in that direction receive a thorough, practical business training; gain a mastery of the English language as used in business life, and pursue a course in a reliable, well-equipped school, affording the best facilities, employing most competent teachers and wielding a powerful influence in the commercial world.

In many respects the College of Shorthand and Typewriting associated with Highland Park College, Des Moines, Iowa, is superior to any other school in the West. The Cross Eclectic System of Shorthand is taught; and this is acknowledged by the business world to be the speediest and most accurate system written. No second-hand or inferior typewriting machines are used even by the beginning students. The teachers are expert stenographers of long, practical experience in great wholesale and railroad offices, acquainted with all the details of actual business life, and competent instructors, as the success of graduates has proved. Highland Park College is one of the largest and best equipped schools in the United States; an institution, maintaining twenty-five strong departments, where students of the College of Shorthand enjoy the privilege and advantage of associating with a large body of students engaged in various lines of work. Students of the College of Shorthand are also privileged to enter any of the drill classes in the regular literary departments of Highland Park College without extra charge. Living expenses at Highland Park College have been reduced to the minimum. The large attendance and the excellent facilities which the school possesses make it possible for the student in shorthand and typewriting to obtain good board and a clean, pleasant, well-furnished room at less expense than elsewhere in the West. Students may pursue a shorthand course in connection with any other of the twenty-eight courses offered by Highland Park College. Many take the business and the shorthand courses at the same time. The location of the school at Des Moines, a large city, the capital and commercial center of Iowa, gives the students of shorthand great advantages for practice in reporting addresses and lectures at conventions which are frequently held in the city. The opportunities for securing good positions are also much better than in a small town.

The Field.

It is an astonishing fact that, according to statistics, over sixty million dollars are paid annually to stenographers by the business firms of the United States, and every year the demand for competent amanuenses is increasing. In an article in the *Cosmopolitan* magazine, a few years ago, the late P. T. Barnum said: "My craze is that every young person should learn at least shorthand and typewriting. I cannot conceive that anyone who knows these two branches thoroughly will ever need to go hungry, in the present generation, for they have a constantly widening use." Stenography has become absolutely indispensable in every line of business, and one can scarcely find a wide-awake firm now-a-days that does not employ one or more stenographers.

The demand for young men is even phenomenal. In many business houses young men are greatly preferred, and because of their comparative fewness are in great demand. While every young woman who prepares herself thoroughly in certain of a position, the young man is likely to succeed even better. Stenography is a stepping-stone to business success. Many young men have entered business offices as stenographers, have become acquainted with the details of the business and, by proving themselves capable and energetic assistants, have been advanced to positions of trust and profit in the management of great enterprises.

Stenography is pleasant work for young women, and for office work they are especially fitted. Many school teachers, who found their duties to be too arduous, have taken a course in shorthand and typewriting and now hold congenial and lucrative positions.

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VOL. 1. CAPITAL CITY BUSINESS COLLEGE, GUTHRIE, OCT. 15, 1897. No. 5.

TO THE PUBLIC

The extraordinary patronage bestowed upon this institution during the past assures us that our efforts to maintain a first class Business College and Practical Training school in the city of Guthrie are fully appreciated by a discerning community. We are profoundly grateful for this evidence of appreciation and for the kind interest of our friends and patrons in our behalf, and we assure them that in the future, as in the past, every effort shall be put forth for advancing to the highest degree possible the interests of those placed in our charge. Our aim is not alone to fit our students for clerks and book-keepers, but rather to give them a thorough knowledge of those branches that will prepare them for the practical affairs of life, whatever may be their vocation or sphere of action.

It is the design of our school, by its comprehensive course of instruction and its thorough training in mercantile affairs, and correct business habits, to render its graduates distinguishable by their manly and womanly bearing and good business principles, as well as noted for industry, perseverance and integrity.

No time is wasted on superfluous

studies but our whole energies are directed to the instilling and developing in the student that which is useful and bread producing rather than that which is merely ornamental. We strive to have our students regard us as their friends and confidants while with us, and to understand that we esteem it a privilege at all times, in and out of school, to do every thing in our power to promote their welfare and legitimate happiness. We shall not in any case promise more than we can amply fulfill, but will leave the student to form a better opinion of the school from his experience here than from any statement contained in these pages.

NOTICE.

We will gladly send a copy of this journal to any one interested in Practical Education. Names of ambitious, energetic and able young men and young women are solicited. In return for a list of ten names we will send a dozen nicely written calling cards or a pen flourish. It is a kindness to call the attention of young people to a course of study that will advance their best interests. An outlay for practical education is an investment that pays an ever increasing dividend.

Always call at the Business College before purchasing Typewriters.

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&
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The Unusual Demand for Stenographers.

Not very many years ago a stenographer was considered a luxury by most business men. Now an amanuensis is looked upon as a necessity. In many offices a number of expert stenographers are constantly employed. Every year the demand for thoroughly trained and competent stenographers is increasing, and as the various lines of business multiply and new commercial relations develop, there will be a constantly growing demand in the future.

In most commercial houses ladies are preferred as stenographers and office assistants where only office work is required, and it is an easy matter for a lady who has thoroughly prepared herself, to secure and retain a good position as a stenographer. True, there are thousands of so-called stenographers out of employment, but for the reason that they are incompetent and cannot satisfy the reasonable demands that are made upon them. There is no lack of good positions for good stenographers.

In many houses the office assistants are expected to do considerable outside work, in which cases gentlemen are usually preferred. As a rule, male stenographers in business houses are paid better salaries than ladies and stand a good chance for promotion.

The demand for male stenographers in the government service is unusually great. The last Bulletin issued by the United States Civil Service Commission contains the following:

"Male stenographers who have a speed of 100 words per minute are in demand and those who pass the examination with fair grades stand a good chance of appointment at salaries of \$840 or \$900 per annum, with the prospect of promotion." This Bulletin is published by the United States Government and is edited by government officials, members of the Civil Service Commission. It is published for the benefit of the general public and contains no statement that is not an absolute fact.

On page 36 of the Book of Instructions to Applicants, issued by the Civil Service Commission, occurs the following statement: "The supply of male eligibles in stenography and typewriting is barely equal to the demand and male applicants proficient as stenographers and typewriters have much greater prospects of appointment than other applicants." The Book of Instructions further states: "Entrance to the Departmental service is usually in the lowest grades, the highest grades being generally filled by promotion." * * * The usual entrance grade is \$900." The report of the Civil Service Commission for last year shows that of those who passed the examination, ninety per cent were appointed and are now holding positions.

AT HIGHLAND PARK COLLEGE

students in shorthand and typewriting who desire to secure appointment to government positions may prepare themselves in all the branches in which examinations are required by the United States Civil Service Commission, viz: Spelling, Arithmetic, Letter Writing, Penmanship, Copying from plain copy, Copying from rough draft. These subjects constitute what is known as the Basis Examination. In the case of applicants for positions as stenographers, this Basis Examination has a weight of three and the Stenography examinations a weight of seven, on a scale of ten. The Stenography examination consists of two exercises, a letter and a speech, each containing 300 words. After both exercises have been dictated, the competitor transcribes his notes. Speed, accuracy and neatness are taken into consideration by the examiners.

Students may take the course in Shorthand and Typewriting and at the same time prepare for the Civil Service Examination, and upon graduation are able to secure a government appointment.

THE GOVERNMENT SERVICE

means to the successful applicant a permanent position, short hours, light work, sure pay and certain promotion, as positions in the higher grades are filled from the lower grades; in the higher grades the salaries range from \$1,500 to \$4,000 a year.

The opportunity for competent stenographers to secure good government positions is exceptional. Preparation is the only requisite and appointments are made solely upon merit. Neither friends nor political influence can in any way assist the applicant, A creditable examination means certification and certification means appointment.

For further information relative to preparation for the Civil Service Examinations,

Address,

C. C. REARICK, Principal,
Highland Park College,
Des Moines, Iowa.

Thorough Preparation is the One Condition Precendent to your Success.

* 90-7708
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JUN 24 1893

STANLEY'S BUSINESS COLLEGE #41
and

SCHOOL OF SHORTHAND.
THOMASVILLE, GA.,

LETTERS OF APPLICATION.

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Americus, Ga., February 3, 1892.

Prof. G. W. H. Stanley:-

I am chief clerk of the Chief Engineer of this Company, and we are in need of a stenographer. If you have a man whom, you think, would fill this place I would be pleased to hear from you at once.

P. W. Poole,
Chief Clerk.

Atlanta, Ga., June, 1896.

Mr G. W. H. Stanley:-

We need a lady Book-keeper. Can you send us one?

-Second Letter-

Atlanta, Ga., June 3, 1896.

We write you this time for a man. We desire to institute Double Entry Book-keeping. We need a man, for our Book-keeper must do the collecting.

Methodist Book & Pub. Co.

Pidcock, Ga. Dec. 5, 1897.

Mr. G. W. H. Stanley:-

Send us a lady who understands Stenography and Book-keeping.

C. W. Pidcock, Supt., Ga. N. R.R.

M. D. - This is the third student furnished this Company.

Brunswick, Ga., May 12, 1893.

Mr. G. W. H. Stanley:-

We are in need of a stenographer, and will be glad if you will at once send us a young man.

Crovatt & Whitfield,
Attorneys & Counsellors.

Juniper, Ga., June 5, 1898.

Dear Sir:-

Have you anyone in your school you could recommend? We want a stenographer.

F. H. Lummus Sons Co.

Cairo, Ga., May 30, 1898.

Stanley's Business College,

I want a Gentleman Stenographer. Let me know at once if you can furnish one.

T. D. Hawthorn.

REF 1131

Copy

H42

Why

OUR BEST PEOPLE PATRONIZE

The Bingham School,

Orange County.

.....Near MEBANE, N. C.

CHARLES LEE SMITH
FELLOW IN HISTORY AND POLITICS
JOHNS HOPKINS UNIVERSITY.

WASHINGTON
GOVERNMENT PRINTING OFFICE
1888

work of the School.

Physical culture receives the attention which its importance deserves. The motto of the School, "Mens sana in corpore sano," is a true index of its character. It has the best equipped gymnastium now in use in any school south of Baltimore, and no pupil is excused from the regular course in gymnastics except from evident necessity. The instructor is one of the teachers of the School, and is admirably fitted for his duties, being not only a skilled gymnast, but apt at teaching. The bathing facilities are excellent, and the swimming bath gives all the pupils an opportunity to acquire, without risk, an accomplishment which is almost a necessity.

The pupils of the School represent the best people of the various sections of the country from which they come. It is important that the early associates of young men should be chosen from those whose acquaintance will be desirable in after years, and especially important that a boy should grow up among companions whose standard of thought is high and pure. I say with confidence that nowhere in the world can a body of young men be found among whom this standard is higher and purer than at Bingham School. Its pupils, like all boys, have their boyish faults and boyish failings; but they never fail to answer any call made upon them by the self-respect and honor of a gentleman. Some black sheep may come in, but they never taint the mass and are soon gotten rid of by an almost unconscious rejection on the part of the Cadets themselves. No boy who is not brave, frank, true and decent can stand the atmosphere of Bingham School.

The cost of education at Bingham School, I believe, is less than at any other which unites all its advantages. The expense varies, of course, with the differing character of the pupil, but it is never excessive. The School is not a hot-bed of luxury—and no boy ought to be brought up in luxury—BUT IT GIVES EVERYTHING THAT IS REALLY NECESSARY, AND OFFERS TO PARENTS A PLACE WHERE THEIR SONS MAY BE EDUCATED AMONG THE BEST ASSOCIATES, UNDER THE BEST INFLUENCES, AND AT A MODERATE COST.

(Signed)

J. B. BATCHELOR, Jr.,
Lieut. U. S. Army.

...yet found its treatment they by boy in the com any one, a fair hearing an "Appeal" is one of the rings from no for authority, such can afford are erroneous, he is so fairly founded not e in the school and moderate, never relaxes. Military organi- the School is men, yet the atrol, which is e found for the sal to the mili- se, to the main

The discipline is mild but firm, and the punishment such as to insure the greatest good from the least severity, that for neglect of studies being especially effective and securing more application than I have ever observed at any other institution of this kind. My own boy (Harry) being a pupil affords me double opportunity for noting individual progress. I do not think I am saying too much when I remark that the average boy, at least a boy from a large town or city, is far less liable to temptation here than at his own home.

The military feature is of incalculable value to the student, securing habits of prompt obedience and regularity and erect and graceful figure, and affording compulsory exercise of an hour each day, which is of more benefit than the voluntary gymnastics at colleges without the compulsory exercise.

I cannot leave the subject without speaking in the most laudatory terms of the high standard of honor that has made the School famous. Never, except at West Point, have I seen anything to equal it. Lying is punished by immediate expulsion, and any act reflecting upon the honor of a student is frequently acted upon by the cadet body itself and the guilty one driven off by his comrades. HAZING, which even the government has not been able to entirely suppress at West Point and Annapolis, has absolutely ceased here, as did the carrying of weapons and drinking several years ago, all being prevented by a pledge of honor taken by every cadet immediately upon his admission.

From the standpoint of my knowledge of schools, both military and otherwise, at the North, and from my experience at West Point, I feel that it is but justice to say that for thorough training, physical culture, just and even discipline, and the cultivation of the best and most gentlemanly instincts of a boy, I can truly say that there exists not the equal of this School in my opinion. It made such an impression on the officer sent here this spring (one of the acting Inspector-Generals of the War Department) that he spoke of it to me freely in the highest terms in the presence of officers of high rank while at Washington during the National drill last month, and we hear of similar expressions from him to others during his tour of inspection.

Affectionately your son,

HENRY WYGANT,
Lieut. U. S. Army.

At the end of my three years' detail I most fully and heartily affirm the above statement, made with only one year's experience of the School.

HENRY WYGANT,
Capt. U. S. Army.

LIEUT. J. B. HUGHES SAYS:

From my knowledge of Bingham School as a pupil for three years, from 1897 to 1899, and as Professor of Military Science and Tactics for one year since August, 1899, I heartily concur in the opinion of the School expressed by my predecessors, Lieutenant Batchelor and Captain Wygant, of the U. S. Army, and I cordially commend it to those who wish their sons to be educated physically, intellectually and morally as the BEST SCHOOL FOR BOYS IN MY KNOWLEDGE.

JAMES B. HUGHES,
Lieut. U. S. Army.

BINGHAM SCHOOL, N. C., May 26th, 1899.

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J. B.

APT. HENRY
R.
June 1st, 1897.

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ST. LOUIS, MO. OCT 31 1894 #43

Situations THE 137

FOR
Stenographers



WHO ARE

Smith Premier
Typewriter Operators.

OCT 31 1894

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HOME OF
Winfield School,
Winona, Minnesota.



A School that educates young ladies and gentlemen for business life, giving thorough instructions in BOOKKEEPING, SHORTHAND, TYPEWRITING, and studies necessary for business. No vacations. The time to enter is now.

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1899-1900

THE HEFFLEY SCHOOL

FORMERLY
PRATT INSTITUTE
Department of Commerce
229-231-233 RYERSON ST.
ADJOINING PRATT INSTITUTE
Brooklyn-N.Y.

*P650.7742
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NOV 18 1899

#45 ✓

Plainfield Business College,



X-HF 1131

CITY BANK BUILDING, PLAINFIELD, N. J.

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A BUSINESS

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X-HF 1131

EDUCATION



WHAT IT COSTS

NOT TO HAVE IT
TO HAVE IT • •

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WHY SUCCESS . . .

FOLLOWS THE STUDENTS
OF THE

#47



Stevens Point
Business College,

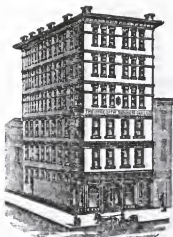
Stevens Point, Wis.



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**All About a Scholar-
ship in the Meredith
Business College ******

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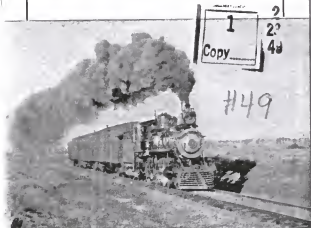
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NOV 7 1900

GEORGIA TELEGRAPH

AND RAILROAD
BUSINESS COLLEGE



SENOIA, GEORGIA.

ESTABLISHED 1888.

CHARTERED 1898.

EUGENE ROW, President

H. H. HOPPLE, Vice-President

BYRD PRINT. CO. ATLANTA, GA

*P650.7768
DI

Supplement to Catalogue, MAR 3 1901 X-HF 1131

Draughton's Practical Business Colleges,

Nashville, Tenn., 710 Church Street.	+	St. Louis, Mo., Emile Bldg., 9th & Olive.	+	Savannah, Ga., Masonic Temple, Liberty and Whitaker.
Galveston, Texas, Y. T. C. A. Bldg., Tremont St.	+	Ft. Worth, Texas, Board of Trade Bldg., 7th & Houston.	+	Little Rock, Ark., Pythian Building, Cor. Fifth and Main.
			+	Shreveport, La., Simon Bldg., 408-409 Texas St.

#50

February

A REVIEW.

1900

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SHORT COMMENTS REGARDING THE PHENOMENAL SUCCESS OF OUR DIFFERENT COLLEGES,
MANY OF THEM HAVING OVERFLOWED DURING THE PAST YEAR.

BROKE THE RECORD

At Nashville, Little Rock and Elsewhere. Seven Colleges.

"Prof. J. F. Draughton, President Draughton's Practical Business Colleges, has just returned from Little Rock, where he, on February 5, opened a business college. He reports that the attendance at the opening of this, his seventh college, was the largest by double of that of any college that he has heretofore opened. It was thought by many that when Prof. Draughton began to open branch colleges they would draw so extensively from his Nashville College that the attendance at Nashville would be reduced,

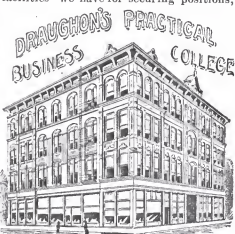
but it is a fact that while Prof. Draughton now has six other colleges, covering the entire South and Southwestern territory, his Nashville College has, during the past six months, had the largest attendance on record. Prof. Draughton also informs us that his colleges located elsewhere have often overflowed during the past year. The outlook now is that he will enroll at his colleges during the year, 1900, over 3,000 students.

"Prof. Draughton conducts high-grade institutions. He employs high-priced teachers. He often receives in one day orders to the amount of \$50 for his text-books on bookkeeping, of which he is author, for home study."—Nashville Evening Banner, Feb. 17, 1900.

Our St. Louis College, which opened October 10, 1899, has constantly increased in attendance, and will some day in the near future be one of our best patronized colleges. One who has had no occasion to know has no idea of the great opportunities a large city such as St. Louis offers in furnishing employment to young men and women. Owing to the natural advantages offered by St. Louis and the great facilities we have for securing positions, together with the fact that all our colleges have, with business men, a national reputation for turning out competent office help, we have been unable to fill near all the calls for bookkeepers and stenographers that have come to our St. Louis College.

We, in our opinion, have for our St. Louis College by far the most desirable, the best lighted and the best ventilated halls occupied by any business college in the State of Missouri.

We had no idea Cheap Board. that we would have so little trouble securing good board in private families in St. Louis. Dozens of private families in desirable parts of the city are boarding our students at from \$10.00 to \$12.00 per month.



ST. LOUIS, MO., COR. NINTH AND OLIVE. The Emile Building.

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THE
WINTERHILL
SCHOOL



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#52

Spencer's
Business
College

1903



Third National Bank Building

Croce and Morgan Streets

Jersey City

New Jersey

THE COLLEGIATE CURRICULUM
IN
BUSINESS



A Survey
of
Leading
Universities

DOLLARS ~~AND~~ SENSE.

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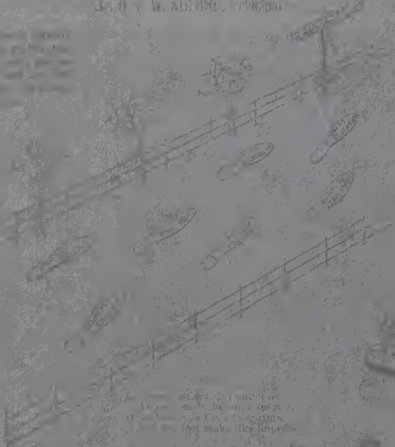


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WINFIELD Business & Academic College

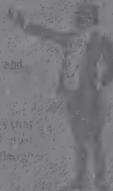
JOHN W. ALDRICH, President

Business and
Academic
College



Students of this college
are not only successful
in their studies but
also make like artists

Students of this college
are not only successful
in their studies but
also make like artists



Students of this college
are not only successful
in their studies but
also make like artists

X-HF1132
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KATHARINE GIBBS SCHOOL

#56

SECRETARIAL

GORDON GIBBS

MARY M. RYAN

BLANCHE L. GIBBS



BOSTON 16, MASSACHUSETTS 90 MARLBOROUGH STREET
CHICAGO 11, ILLINOIS 51 EAST SUPERIOR STREET
NEW YORK 17, NEW YORK . *New York Central Building*, 230 PARK AVENUE
MONTCLAIR, NEW JERSEY 33 PLYMOUTH STREET
PROVIDENCE 6, RHODE ISLAND . *Churchill House*, 155 ANGELL STREET

Gesellschaft zur Förderung des Instituts für See- verkehr und Weltwirtschaft an der Universität Kiel

~~~~~ Kaiser Wilhelm Stiftung ~~~~~

Im Jahre 1913 ist an der Universität Kiel das „Institut für Seeverkehr und Weltwirtschaft, Kaiser Wilhelm Stiftung“, ins Leben gerufen worden.

Diesem Institut sind in seiner Grundfahung drei Aufgaben gestellt. Als Forschungsinstitut hat es die wissenschaftliche Erforschung der weltwirtschaftlichen Beziehungen in ihrem gesamten Umfange zu pflegen. „Hierbei hat es sich in enger Fühlung mit der weltwirtschaftlichen Praxis zu halten, um sowohl für seine eigene Tätigkeit die nötigen Voraussetzungen zu schaffen, als auch auf die Praxis befruchtend einzuwirken.“ Als Lehranstalt liegt ihm die Aufgabe ob, seine Mitglieder in das Studium der Weltwirtschaftslehre einzuführen und sie für die wirtschaftliche Praxis vorzubereiten. Als Auskunftsstelle soll das Institut Gutachten erstatten und an Behörden, Korporationen und Private Auskünfte auf dem gesamten Gebiet des weltwirtschaftlichen Lebens erteilen.

Das Institut hat in der kurzen Zeit seines Bestehens schon eine erfreuliche Wirksamkeit entfaltet. Näheres hierüber enthält die diesem Aufruf beigelegte Dentschrift des Direktors des Instituts, Prof. Dr. Bernhard Harms: „Zur Wiederanknüpfung und Pflege der weltwirtschaftlichen Beziehungen Deutschlands“.

Um dem Kieler Institut die über den Staatszuschuß hinaus benötigten materiellen Unterlagen seiner Tätigkeit zu gewährleisten und für das Zusammenarbeiten mit der Praxis die Voraussetzungen zu schaffen, ist eine „Gesellschaft zur Förderung des Instituts für Seeverkehr und Weltwirtschaft an der Universität Kiel, Kaiser Wilhelm Stiftung“ gegründet worden. Protektor dieser Gesellschaft ist Seine Königl. Hoheit Prinz Heinrich von Preußen. Die Zahl der Mitglieder beträgt zurzeit reichlich 200. Das Verzeichnis der Namen befindet sich in Anlage IV der obengenannten Dentschrift.

Der Krieg hat das Institut vor völlig neue Aufgaben gestellt, die es sofort in Angriff genommen hat. Es sind nicht nur eingehende Unter-

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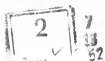
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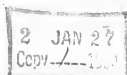
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